



DEPARTMENT OF THE NAVY  
NAVAL SCHOOL OF HEALTH SCIENCES  
BETHESDA, MARYLAND 20889-5611

IN REPLY REFER TO

NSHSBETHINST 5100.1K  
OOS

JAN 4 1995

**NSHS BETHESDA INSTRUCTION 5100.1K**

**From:** Commanding Officer

**Subj:** COMMAND SAFETY PROGRAM

**Ref:** (a) SECNAVINST 5100.10G  
(b) OPNAVINST 5100.8G  
(c) OPNAVINST 5100.23C  
(d) OPNAVINST 5102.1C  
(e) NAVMEDCOMINST 5100.1  
(f) JAGMAN

**Encl:** (1) Deficiency (Hazard) Abatement Program  
(2) Mishap Investigation and Reporting  
(3) Employee Report of Unsafe or Unhealthful Working  
Conditions  
(4) Safety Education

1. **Purpose.** To maintain a safety program at the Naval School of Health Sciences (NSHS) that saves personnel from injuries and illnesses; protects equipment, material, and facilities from damage; ensures the safe accomplishment of command functions; and provides guidance on specific safety program requirements.

2. **Cancellation.** NSHS Instruction 5100.1J.

3. **Discussion.** References (a) and (b) require that all activities establish and maintain an effective safety program to reduce occupational injuries, illnesses or deaths, and material losses or damage; and to ensure safe and healthful working conditions for Navy civilian and military personnel. Reference (c) sets forth the Navy Occupational Safety and Health (NAVOSH) Program. The safety program promulgated in enclosures (1) through (4) is intended to carry out these provisions at NSHS. References (a) through (f) contain guidelines for the Safety Program at NSHS.

4. **Action**

a. The Commanding Officer will appoint in writing, an individual, E-7 or above, to serve as the Command Safety Officer. An assistant may also be appointed, if so required. The Command Safety Officer is also the command's representative to the National Naval Medical Center Safety Committee.

b. The Command Safety Officer is responsible for:

(1) Maintaining records required by higher authority.

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(2) Preparing all reports to higher authority on individual accidents as necessary.

(3) Reviewing all accident/incident reports to detect trends and recommend corrective action.

(4) Investigating serious accidents and selective non-serious accidents.

(5) Informing the Commanding Officer of serious accidents/incidents, including causative factors and corrective actions taken.

(6) Recommending to the Commanding Officer when Line of Duty/Misconduct determinations are required by reference (f).

  
ANN LANGLEY

Distribution:  
List I and II

JAN 4 1966

DEFICIENCY (HAZARD) ABATEMENT PROGRAM

1. General. The intent of the Deficiency Abatement Program is to eliminate or control all identified hazards in a systematic manner. Identification of hazardous conditions and practices, positive action of those personnel discovering such hazards and those responsible for correcting them are vital to the success of the safety program. According to the National Safety Council, 90% of all accidents involve unsafe conditions or unsafe acts. Obviously, the elimination of either of these causes will substantially reduce accident frequency. Conditions that may cause property damage must also be noted and promptly reported. Reference (c) provides further guidance.

2. Responsibilities for Hazard Identification. All NSHS staff members, as well as students, are responsible for detecting and reporting hazards. Specific responsibilities are:

a. All supervisors shall be constantly alert for conditions or practices that may cause accidents. Supervisors shall take prompt action to correct all noted deficiencies.

b. Military and civilian personnel shall inform their supervisors of situations that may cause injury or damage to property. Enclosure (3) provides specific guidance for employee reporting of unsafe/unhealthful working conditions.

c. The Command Safety Officer will maintain a deficiency abatement log as prescribed in reference (c).

d. Navy regulations require that material (zone) inspections be conducted, and that safety conditions of the area inspected be noted. The Command Safety Officer or assistant will inspect all NSHS spaces monthly, and identified safety hazards should be specifically identified in the written report.

e. Safety inspections of all areas shall be conducted annually. All unsafe practices and conditions, along with recommended corrective actions, should be noted in the written report.

Enclosure (1)

JAN 4 1988

MISHAP INVESTIGATION AND REPORTING

1. General. Hazard awareness and accident prevention are largely dependent on mishap investigations and on reports aimed at how and why the mishap occurred. Accurate records are necessary to establish trends leading to further investigation and to assess the effectiveness of the overall NAVOSH program. Prompt reporting and recording also serves to protect the interests of both the injured party and the government in the event of permanent disability or claim against the government. Detailed instructions are contained in reference (d).

2. Procedures. Accidents are classified below by type with requirements detailed for each. All personnel are reminded that these reporting requirements are mandatory.

a. Injury - Military Personnel

(1) On-Duty Injury

(a) The injured person shall report the injury to his/her supervisor.

(b) The supervisor shall make arrangements for medical treatment, as necessary.

(c) The supervisor is responsible for ensuring that an accident report is completed and submitted to the Command Safety Officer.

(2) Off-Duty Injury

(a) The injured person shall obtain medical treatment, as necessary.

(b) If the mishap results in a loss of 1 or more workdays, a report must be sent to the Naval Safety Center within 20 calendar days. The Command Safety Officer shall ensure that this is accomplished in accordance with reference (d).

b. Injury - Civilian Personnel

(1) The injured person shall report the injury to his/her supervisor.

(2) The supervisor shall arrange for medical treatment, as necessary.

(3) The supervisor is responsible for ensuring that an accident report is completed and that the Command Safety Officer has been informed of the mishap.

Enclosure (2)

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c. Material Damage

(1) All cases of material (property) damage involving a repair or replacement cost of \$10,000 or more as a result of a mishap will be investigated and reported.

(2) The supervisor of personnel involved or having cognizance over the building or property that sustained the damage will execute an incident report through the Command Safety Officer as specified in reference (e).

JAN 4

NAVY EMPLOYEE REPORT OF UNSAFE OR UNHEALTHFUL WORKING CONDITIONS

1. General. This enclosure provides guidance in establishing a channel of communication between Navy civilian and military employees and supervisory personnel responsible for safety and alleged unsafe or unhealthful working conditions. It is the responsibility of all Navy employees to ensure that this channel of communication is utilized to identify and report potentially unsafe or unhealthful working conditions. Reference (c) provides further guidance.

2. Reporting Procedures

a. If an unsafe or unhealthful working condition is detected, it should be reported to the employee's immediate supervisor before any other action is taken.

b. If correction of the condition is beyond the scope of the supervisor, or if the supervisor is not responsive, the staff member discovering the condition will complete OPNAV 5100/11, Navy Employee Report of Unsafe or Unhealthy Working Conditions form as follows:

(1) Print or type clearly, giving as much information as possible.

(2) Submit the completed report to the Command Safety Officer.

(3) If the staff member wishes to remain anonymous, indicate by marking NO in block #11. (The condition will be investigated, however, the staff member will not receive a status report.)

c. The Command Safety Officer will provide an interim or complete response concerning the condition, in writing, within 10 working days of receipt of the report.

d. Staff members may contact the Command Safety Officer at any time for information regarding the status of the condition.

e. Staff members reporting unsafe or unhealthful working conditions will not be subjected to restraint, interference, coercion, discrimination, or reprisal by virtue of their participation in the command's safety and health program.

Enclosure (3)

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3. Formal Appeal Process

a. Staff members dissatisfied with the Command Safety Officer's assessment of the alleged hazard or with actions taken to abate a confirmed hazard, are encouraged to contact the Command Safety Officer to discuss the matter further. Further dissatisfaction may be appealed to the Commanding Officer. The appeal shall be in writing and contain at least the following information:

(1) A description of the alleged hazard including its location and standards violated, if known (a copy of the original hazard report shall suffice).

(2) How, when, and to whom the original report of the alleged hazard was submitted.

(3) What actions (if known) were taken as a result of the original report.

b. The Commanding Officer or his/her representative will respond within 10 working days. If the Commanding Officer's investigation has not been completed at that time, an interim response will be provided. The final response will contain the office and address of the next higher level of appeal.

c. Staff members expressing further dissatisfaction with the response received or if no response has been received within 20 working days, may appeal to the next higher level of command. Subsequent appeals may be submitted if satisfaction has not been achieved as a result of the previous appeal. The sequence shall be through the Commanding Officer, Naval Health Sciences Education and Training Command; Bureau of Medicine and Surgery, Washington, DC; Chief of Naval Operations (CNO); the Assistant Secretary of the Navy (Installations and Environment) (ASN(I&E)); and the Assistant Secretary of Defense (Environment) (DASD(E)). Each appeal shall include the information prescribed in paragraphs 3a(1)-(3) with emphasis on the actions taken by the reviewing authority on the previous appeal and reasons why satisfaction has not been achieved. Each response by the reviewing authority shall be as prescribed for the initial appeal response.

d. The final appeal authority for military personnel is the Assistant Secretary of Defense (MRA&L). In the event that a civilian employee is not satisfied with the response from the Assistant Secretary of Defense (MRA&L), he/she may contact, in writing, the Office of Federal Agency Safety Programs, U.S. Department of Labor, Washington, DC 20210. This final appeal must describe in detail, the entire previous processing of the appeal and set forth objections thereto.

JAN 4 1986

SAFETY EDUCATION

1. Why is Safety Education Necessary? The National Safety Council states that people do unsafe things because:

- a. They are unaware that what they are doing is wrong.
- b. They misunderstand instructions that are given.
- c. They do not consider the instructions to be important.
- d. They are not given specific instructions.
- e. They find it awkward to follow the instructions.
- f. They deliberately disregard instructions.

Often people are unaware that what they are doing is wrong because they lack the knowledge or skill to do their job properly or safely. A person may "Think Safety" constantly, but unless he/she knows the correct way to perform a task, chances are it will not be done safely. Safety education is aimed at improving a person's ability to work in a safe, productive manner.

2. On-the-Job Orientation: Supervisors must make safety an integral part of indoctrination of all new personnel. Additionally, supervisors shall conduct periodic safety sessions for all personnel to keep them attuned to current safety measures. Some topics that should be discussed by supervisors are:

- a. Specific hazards of the job.
- b. Location of fire alarm boxes and fire extinguishers.
- c. Responsibilities in case of a fire evacuation or drill.
- d. Mishap and accident reporting procedures.

3. Formal Orientation. All new personnel will receive a safety briefing as part of the orientation program conducted at HSETC. The Command Safety Officer will be responsible for conducting this briefing.

4. Stand-up Safety Training. Monthly stand-up safety training will be conducted for all personnel. Various safety related topics will be discussed during this session.

5. Recordkeeping. All training will be recorded in the staff member's training record.

Enclosure (4)